



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204



James L. Greeson, State Fire Marshal
Division of Fire and Building Safety

Checklist for a Complete Architectural Submittal

To qualify for an architectural release, an applicant must provide one complete application indicating the architectural scope of work, and a complete submittal of architectural drawings demonstrating compliance with all applicable building laws and fire safety laws including the following:

- ☐ A site plan drawn to scale, (for new buildings, additions to existing buildings and, alteration projects in which a change of occupancy has occurred) showing dimensioned location of building property lines, and distance to all adjacent buildings on the property, as well as width of any street or easements bordering the property.
- ☐ For alteration projects, a demolition floor plan showing the previous use of each room or area.
- ☐ Detailed dimensioned floor plans drawn to scale for all floors showing such items as wall configuration, fire rating, exit ways, doors, windows, location of plumbing fixtures, chairlifts, elevators, and room designation.
- ☐ Fire and life safety plans of the entire building showing the location and rating of building elements, such as fire walls, fire barriers, smoke barriers, fire-rated corridor walls, stair enclosures, shaft enclosures, horizontal exits, travel distance, and elevations of all exterior walls.
- ☐ Sections and details of walls, floors, stairs, ramps, and roofs showing dimensions, materials, and R values of insulating materials.
- ☐ Room finish information showing finishes for walls, ceilings, and floors in all rooms, stairways, and corridors.
- ☐ Door information showing material, size, thickness, and fire resistance rating for all doors, frames, and hardware.
- ☐ A compliance report, from an accepted computer compliance tool such as ComCheck or other compliance software or other methods approved by DFBS or the Fire Prevention and Building Safety Commission, demonstrating compliance with the requirements of the Indiana Energy Conservation Code, 2010 edition (675 IAC 19-4), where required.
- ☐ For construction projects filed which must be certified and/or where energy conservation details are required, the compliance report shall be signed and sealed by the design professional.
- ☐ Accessibility details to include access to buildings, ramps and walks with slope, dimensioned restroom plans and clearances, grab bars, door swing and size, and special seating accommodations.



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Checklist for a Complete Architectural Submittal Continued

- ☐ If a design professional is required, each page of all drawings shall include the signature and the seal of the design professional.
- ☐ To qualify for a construction design release, an applicant must demonstrate, through the submission of plans for construction, that the construction will comply with all applicable building laws and fire safety laws. Plans such as, "Preliminary", "Not for construction", "For reference only", "Future", or "Optional" are unacceptable for use in DFBS' plan review process.
- ☐ Any additional information that may be needed to substantiate statements that the proposed construction will comply with the rules of the Fire Prevention and Building Safety Commission